

CSRS Speaker Resources

Annual Meeting 5-Minute Abstract Presentation Guidelines & Deadlines

Podium Presentation Details:

All presentations must be given in-person, in English, and no longer than five minutes in length. Due to CME regulations, slides that are company produced or contain company logos are not allowed.

Disclosure Deadline: Friday, September 1, 2023

All individuals included in the accepted abstract author list are required to submit disclosures for the Annual Meeting and Instructional Course. The disclosures will be available to view on-site at the meeting.

Presenting Author Registration Deadline: Monday, October 9, 2023

All presenters must register for the Annual Meeting by Monday, October 9, 2023. This can be done on the CSRS website, or you may [click here](#).

Presenting Author Change Deadline: Friday, October 27, 2023

If an abstract presenting author can no longer attend after officially accepting the invitation, it is his or her responsibility to find another individual from the author list to present. Only individuals on the submitted author list are allowed to present. **All changes must be communicated to CSRS via email to info@csrs.org by Friday, October 27.** After this date, presenter changes will not be noted in the final program. If no one from the author list can attend the meeting in-person to present, the abstract will be removed from the program.

Multiple Presentation Policy: Individuals may present no more than **two** abstract podium presentations. Authors with multiple accepted podium presentations should have a co-author present in their place. If no one from the author list can attend the meeting in-person to present, the abstract will be removed from the program.

Preliminary Presentation Upload for CME Review Deadline: Wednesday, November 1, 2023

After review of your presentation, moderators may request changes if they see any possible CME conflicts. You will be notified by **November 16, 2023**, if any changes are required.

CSRS Hotel Housing Block Close: Friday, November 3, 2023

A block of rooms has been reserved at The Cosmopolitan of Las Vegas. Discounted room rates are available until Friday, November 3. After this date, rates may increase at the discretion of the hotel, and CSRS cannot guarantee you will be able to reserve a room. Please make your reservations in a timely manner. The link to the hotel website can be found on the CSRS website, or you may [click here](#).

Final Presentation Upload Deadline: Sunday, November 19, 2023

Final PowerPoint Presentations should be submitted prior to the meeting. Your final presentation should be uploaded in the online Speaker Portal by the cutoff date. If you do not comply with this deadline, you must bring a copy of your presentation on a flash drive to upload at least two hours prior to your session start time. Slides must be in 16:9 ratio and PowerPoint format.